

# APPROVED

April 6, 2004

## Michigan State Administrative Board

Lansing, Michigan

March 16, 2004

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, March 16, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor  
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General  
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State  
Jean Shane, Executive Assistant, Office of Superintendent, representing Thomas D. Watkins, Superintendent of Public Instruction  
Wayne Roe, Jr., Administrator of Contract Services, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

### Others Present:

Sergio Paneque, Executive Office; Patty Cantu, Sandi Carter, Department of Labor and Economic Growth; Sean Carlson, Bob Hall, Thomas Kane, Bob Noble, Janet Rouse, Department of Management and Budget; Randy Knapp, Pam Lavender, Department of Transportation; Chris Harkins, Senate Majority Policy Office

### 1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

### 2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of March 2, 2004 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION  
OF THE BOARD

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

**Retention and Disposal Schedule(s):**

DEPARTMENT OF ATTORNEY GENERAL, State Operations, 2/11/2004

DEPARTMENT OF HISTORY, ARTS, & LIBRARIES

Library of Michigan, 2/12/2004

Office of Regulatory Affairs, 2/11/2004

Mr. Pavona moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Mr. Fox and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of March 9, 2004 and the special meeting of March 16, 2004. After review of the forgoing Finance and Claims Committee Reports, Ms. Leffler moved that the Finance and Claims Committee Reports covering the regular meeting held March 9, 2004 and the special meeting of March 16, 2004 be approved and adopted. The motion was supported by Ms. Shane and unanimously approved.

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Ms. MacDowell presented the Building Committee Reports for the regular meeting of March 10, 2004 and the special meeting of March 16, 2004. After review of the forgoing Building Committee Reports, Ms. MacDowell moved that the Building Committee Reports covering the regular meeting held March 10, 2004 and the special meeting held March 16, 2004 be approved and adopted with a correction in grammar to the report of March 10, 2004. The motion was supported by Mr. Fox and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of March 10, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held March 10, 2004, be approved and adopted with the additional withdrawal of Items 30 and 49 through 54 of the regular agenda at the State Administrative Board meeting of March 16, 2004. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Ms. MacDowell moved to adjourn the meeting. The motion was supported by Ms. Leffler and unanimously approved. Mr. Keenan adjourned the meeting.

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SECRETARY

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CHAIRPERSON